PERSRU Newsletter

Issue 03/98 *August to December 1998*

PERSRU TRAINING / FAMILIARIZATION

The Performance and Training Branch offers an PMIS/JUMPS Inquiry Training and HRSIC Familiarization Session. This workshop helps to improve the relationship between HRSIC and the PERSRU. It is excellent for PAO's, and members that have at least 6 months of PERSRU experience.

Sorry, all units must pay for their own travel costs. We'd love to offer to fund your travel, but we have a target budget, too. We recommend that you arrive on Monday and return to your unit on Friday.

The following FY-99 dates are available:

FEB 99	23-25 (3 seats left)
MAR 99	30Mar-1Apr (3 seats left)
APR 99	Class pending
MAY 99	11-13 (6 seats left)

PMIS/JUMPS Amdahl Familiarization Session Agenda

Tuesday

0800-1500	CLASSROOM—Workshop on PMIS/JUMPS Inquiry, Segments, PMIS and Recents.

Wednesday

0800-1000	CLASSROOM—Exception report, Electronic Feedback Report
1000-1100	BAH OVERVIEW
1100-1130	Performance & Accuracy Report
1230-1400	SDA-II

Thursday

0800-0900	SES (Service Validation Team)
0900-0930	SES (Separations)
0930-1015	SES (Bonuses)
1015-1045	ADV (Advancements)
1045-1130	RAS (Retired Pay)
1315-1400	TVL (Travel)
1415-1430	CLASSROOM

To schedule your visit, contact YN3 Matt Falor by email at Mfalor@HRSIC.USCG.MIL or by phone at 785-357-3669.

YNC Wendy Larson (MAS)

In This Issue

WILL I GET PAID IN Y2K?

With all the publicity about potential Year 2000 (Y2K) computer system problems, I am sure this question is going through everyone's mind, or will in the near future. I would like to pass along some information to the Coast Guard military family about actions that have been taken or are being taken to make sure that pay delivery is not interrupted at the turn of the century.

The Coast Guard Human Resources Service & Information Center (HRSIC) has responsibility for the operation of the automated systems that provide personnel and payroll support for the Active Duty, Reserve, Retired and Annuitant communities. These systems have been modified to be Y2K compliant, undergone extensive parallel testing, and are currently producing monthly payrolls. While our personnel/payroll systems have been dealing with some dates past 2000 for quite a few years, HRSIC's staff is continuing to extensively test the system with future dated data, on a computer certified to be Y2K compliant. This final phase of testing will be completed by the end of January 1999. In addition to efforts on Coast Guard internal systems, HRSIC has coordinated with all its external customers to ensure data exchanges are not effected by the century change.

While there are many external data suppliers/receivers, the most critical from a payroll delivery standpoint are the US Treasury and the Federal Reserve System. Both of these organizations have very active Y2K compliance programs. In fact, financial institutions such as banks that are members of the Federal Reserve System are being inspected by Federal Reserve Bank Examiners to ensure their systems are Y2K compliant – this is a requirement to remain under the Federal Reserve System.

The Coast Guard is very confident of its ability to produce a payroll and of Treasury and Federal Reserve System's ability to deliver the payroll data. Even though we feel confident, we are continuing to evaluate and develop contingency alternatives if there are financial system infrastructure problems due to the century change.

Danny Long (Information Systems Director)

COLA ENTITLEMENTS

When a member is receiving one COLA entitlement and the entitlement changes (ie: member goes from COLA with dependents to COLA without dependents) the Start Pay and Allowances (P607) transaction will stop the old COLA entitlement and start the new COLA entitlement.

However, when a member is receiving two COLA entitlements (ie: receiving OUTCONUS COLA without dependents and INCONUS COLA with dependents) the PERSRU must submit a Stop Pay and Allowances (P625) transaction to stop CONUS COLA, and submit a Start Pay and Allowances (P607) transaction to start any new COLA entitlements.

This procedure will be included in change 1, page 2-A-153, of the SDA II Manual.

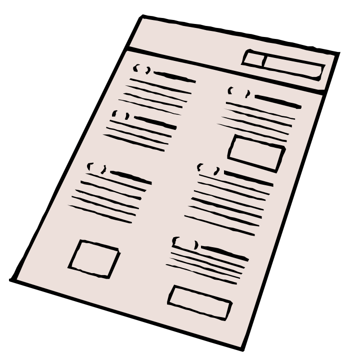
YNC Chris Gambers (MAS)

DESIGNATION AS PAYMENT APPROVING OFFICIAL (PAO)

Reminder: PAO audits are conducted on a monthly basis to ensure all SDAII auditors have a current CG HRSIC-7210 on file. Please review your current staff to ensure your PERSRU has notified HRSIC (MAS) of all terminations and requested all designations.

Thank you for your efforts.

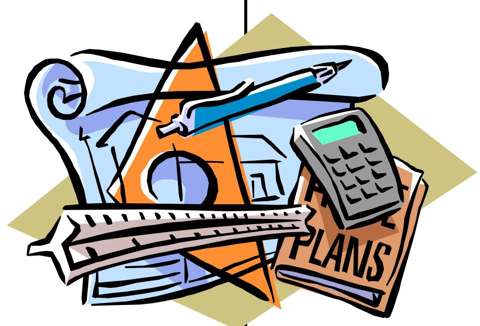
CWO2 Lane Solak (MAS)



THE DESIGN OF THE PMIS/JUMPS II (PJ2) PROJECT CONTINUES

In July the Coast Guard purchased PeopleSoft's Human Resource Management System (HRMS) software. This software will replace the existing PMIS/JUMPS system and the CG Retired Pay System. It will enable the Coast Guard to have a single personnel and payroll system that will support all active, reserve and retired members. To reduce costs and to simplify upgrades, HRSIC plans to use as much of the basic PeopleSoft HRMS package as possible. In January 1999, HRSIC anticipates awarding a contract to a company with PeopleSoft implementation experience to assist the Coast Guard in designing the new system. Basically, we are moving toward a point and click style system, which includes drop-down menus.

One primary goal of PJ2 is to move personnel support closer to the units serviced. The need to do this was identified in 1995, when 92 interviews covering 208 Coast Guard members, were conducted in an effort to identify what CG members thought about our Pay and Personnel System. The issue of too much paper passing through too many hands and the inability of commands to access information surfaced in over 70% of these interviews.



Under PJ2, the number of locations with the ability to view electronic personnel data and submit events will be expanded. Using PJ2, we envision a hierarchy structure consisting of Human Resource Sites (HRSs), Command Initiated Units (CIUs), and self-service units, although it is too early in the project to speculate about the number or location of these type units.

PERSRUs will transition to HRSs and have the responsibility for completing the more complex personnel events that require an in-depth understanding of pay and personnel regulations, such as career counseling and recording of NJP/Court-Martial events. Non-value added events, such as dream sheet data entry will be shifted out of PERSRUs (HRSs). For example, under PJ2, an officer can complete and electronically submit their dream sheet. No one else needs to be involved in this process. The step of mailing the dream sheet to the PERSRU for data entry will be eliminated.

The CIUs will have the ability to perform command-initiated events without passing it to the HRS as well as approving certain events initiated by a member. We envision commands such as Air Stations and Marine Safety Offices being CIU sites. As CIUs, these commands will be able to apply the time they spend on being the "middlemen" towards accomplishing the events themselves. Currently, to get a transaction completed, these units often complete a host of manual steps that can be automated. For example, some of the manual steps performed are: (1) transmittal coversheets to the PERSRUs advising what type of transactions are desired; (2) assisting members in completing worksheets; (3) forwarding paperwork and relaying information/resolving questions back and forth between members and the PERSRUs; (4) maintaining tickler systems to ensure personnel transactions are completed; and (5) maintaining personnel recall rosters. With PJII, CIUs will do the personnel events that do not require assistance from a personnel/payroll subject matter expert, i.e., leave transactions and enlisted dream sheets. Additionally, CIUs will have full access to data on their people - they will be able to see the results of their input, run rosters, see what type of schools their people have attended, etc.

Under self-service, we envision individuals located near a HRS or CIU will be able to input some events on their own. The member can accomplish many events without approval or counseling; however, if approval is required the system will transmit the event to the appropriate level for approval. Some possible self-service events may include: payment option election, address changes, dream sheets, and state or federal income tax withholding changes. Ultimately, we hope to provide self-service access to almost sixty percent of active duty and fifty percent of selected reserve members.

By saving steps involved in recording and reporting events or information, the new system will enable the individual, as well as the Coast Guard, to accomplish our goal of reducing administrative workload and save resources by greatly reducing paper passing through multi-layers of hands.

CWO3 Bessie Carrothers (PJII)

TIPS FROM THE CLAIMS ASSISTANCE TEAM (CAT)

One of the best things we can do for ourselves is to reduce or eliminate waste in our work and processes. With this in mind, here are a few areas where simply paying attention to detail and being aware of the travel claim process can save a significant amount of time and trouble.

DITY Move Advances – Requests for advance payment of DITY move allowances MUST be sent directly to the Finance Center (FINCEN). HRSIC (TVL) does not process or pay DITY move advances. Too often we see these arriving in HRSIC mail and we must then forward them to FINCEN. This no doubt wastes time, effort and money. We also see where the amount of DITY move advance is included in the amount of advance travel entitlements (mileage, per diem, TLE, etc.) which are processed for payment by HRSIC (TVL). DITY move advances must be submitted on a SF-1038, separate from travel advances.

Calls Requesting Status of Claim – We often receive premature calls inquiring about the status of a claim. Roughly 35-50 calls per day are inquiries of travel claim status. From the time a member's claim is placed in the mail until payment can be expected to arrive to the member usually takes 15 – 21 days. Therefore, we ask that no less than 21 days elapse before calling HRSIC (CAT) for status of a claim.

Requests for TVSS's – We receive a large volume of calls from people requesting copies of their Travel Voucher Summary Sheet (TVSS). Most of the time, the TVSS's are not received by the traveler for one of three reasons;

(1) the address the traveler put on the claim is incorrect, or
(2) the traveler lost the TVSS, and is requesting a second copy, or
(3) not enough reasonable time has elapsed for the traveler to receive a TVSS.

The address put on your claim is the one to which the TVSS will be mailed. When received, safeguard the TVSS until you have verified deposit of your travel entitlement. Lastly, no less than 21 days should be elapsed from the date the claim was mailed to HRSIC (TVL) before requesting a copy.

By keeping this information in mind when processing travel claims, you will save time, effort and money to everyone's benefit.

YN1 J. Glynn (TVL)

Real-time Automated Personnel Identification System (RAPIDS)

All field units, PERSRUs, and specifically ID Card Issuing sites which have the Real-Time Automated Personnel Identification System (RAPIDS) are reminded to comply with the service specific requirements for identification card eligibility for all initial former spouse and incapacitated children over the age of 21 applicants. The initial determinations must be completed by HRSIC (RAS) for all applicants in either category in accordance with COMDTINST M5512.1 (series), (Subj: IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR FAMILY MEMBERS, AND OTHER ELIGIBLE PERSONNEL).

The wording in Section 2.8 of COMDTINST M5512.1 (series) for former spouse applicants says "Initial verification of former spouses *must* be accomplished by the parent service." Section 7E of COMDTINST M5512.1 (series) contains procedures for incapacitated children over Age 21 (Initial Processing).

Both categories must be approved by HRSIC (RAS), regardless of availability of sufficient documentation. Case files are created and maintained by HRSIC (RAS) for both categories. Please note that these procedures are for initial determinations only, and that the cross-servicing agreement is in effect for both categories for renewals, providing the applicant is properly enrolled in the Defense Enrollment Eligibility Reporting System (DEERS).

Pete Buel (RAS)

SOME DOCUMENT PREPARATION TIPS FROM CG PERSONNEL COMMAND

CGPC-adm-3 has noted a some problems with document preparation. They are:

Agreement to Extend/Reextend Enlistment (CG-3301B): Frequently blocks 4, 10, and 11 are dated incorrectly. These three blocks should show the date that the member EXECUTES THE AGREE MENT to extend/reextend (as opposed to the date the extension/reextension begins). Also, the dates in blocks 4, 10, and 11 should all be the same date.

Servicemembers' Group Life Insurance Election and Certificate (SGLV-8286): There are often inconsistencies between the date the member signs the form and the date the witness signs the form. These dates should always be the same. Forms are being submitted with the witness's signature several days after the member's signature, or with the witness's signature missing altogether. Without a properly executed SGLV-8286, there may be challenges to the legality of the form.

YN1 Scott Tull, CGPC (ADM-3)

DEATH NOTIFICATION OF RESERVISTS AND RETIREES

Frequently HRSIC (RAS) receives phone calls from family members of recently deceased Reservists and Retirees, who had previously called a Coast Guard unit to report the death of their Coast Guard family member. These people have been told to call HRSIC to report the death of their family member. Telling bereaved family members they need to call another phone number is a disservice these people don't need to hear.

Upon notification of death of Reserve members (active or inactive duty status) and Retired members, notification procedures are to be handled the same as active duty members. The **first unit** receiving notification prepares a Personnel Casualty Report. Coast Guard Personnel Manual, COMDTINST M1000.6(series), Chapter 11.A.1., and Personnel and Pay Procedures Manual (PPPM), HRSICINST M1000.2A, Chapter 5 and Enclosure (7), provides guidance.

CWO Bonnie Abendschan (RAS)

OPFAC TO USE ON RELAD TRANSACTIONS

When releasing a member from active duty, please be sure to use the correct OPFAC on the RELAD L68C transaction.

The OPFAC recorded on the departing L68C should either be:

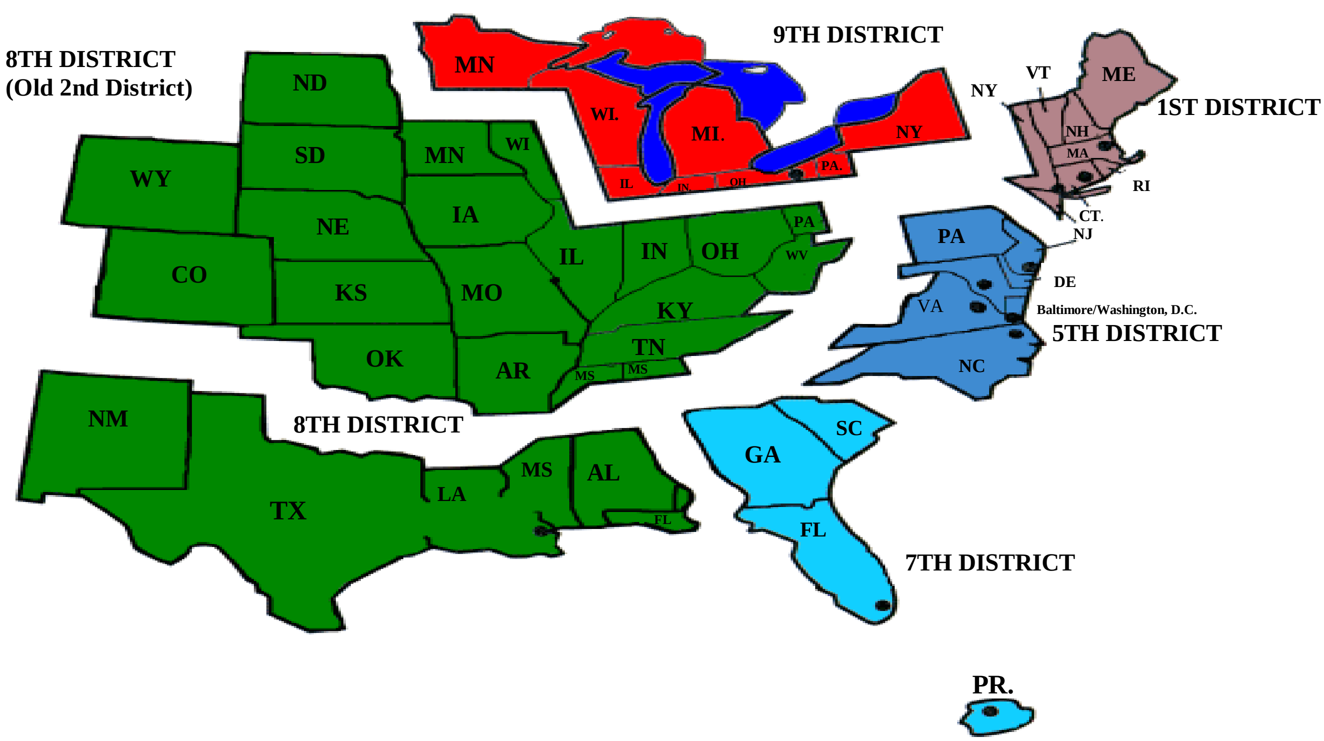
- XX-87300 – if the member is not becoming a drilling reservist upon RELAD; or
- The 7 digit OPFAC of the unit where the member will perform IDT, if the member is becoming a drilling reservist after RELAD.

When XX-87300 is used, replace the XX with the district number in which the member will be residing after RELAD. For members separating within the boundaries of the old Second Coast Guard District [see map below], use district number 02 versus 08. PMIS/JUMPS will retain the member in OPFAC 87300 for 45 days, and then will automatically transfer the member to OPFAC 87400 (unless the member is ordered to a drilling OPFAC within 45 days of RELAD). No reporting L68C is required unless the member is ordered to a drilling OPFAC.

When the member becomes a drilling reservist after RELAD, the PERSRU processing the RELAD shall prepare the departing L68C. The PERSRU servicing the member's drilling unit shall prepare a reporting L68C, along with other associated reporting transactions (especially an action code R910).

Please note that the Coast Guard Reserve Assignment Request and Orders (CG-5525) form was discontinued by Change-3 to the Personnel and Pay Procedures Manual. Instead of completing the CG-5525, reserve unit assignment requests upon RELAD are now submitted by members on the Assignment Data Form (CG-3698A).

Atlantic Area
COMLANTAREA



Dale Hosman (MAS)

EFT ALLOTMENT UPDATE

Effective 1 May 1998, HRSIC modified the SDA II software so that all new individual allotment starts must be made by EFT. This is to be in compliance with the Debt Collection Improvement Act of 1996 (Pub. Law 104-134). New allotment starts to blanket payees (large institutions who receive numerous allotment payments) may continue to be made in the manner they are now. HRSIC is working on converting blanket payees to EFT.

What about the allotments that are out there in the system right now that are not being sent by EFT, you ask? Originally in ALCOAST 038/98, it stated that "After 1 August 1998, HRSIC will identify individual allotments not going by EFT and instruct PERSRUs to close the allotment after notifying the member". HRSIC will not do this, since the Department of Treasury wants to strongly encourage members to have their current payments sent by EFT, but they will not make it mandatory – just yet. HRSIC will not shut down any allotments pending development of Treasury mandatory EFT policy on voluntary allotment payments.

HRSIC encourages those members who have individual allotment payments being sent by check to convert these payments to EFT. EFT provides the safest and least expensive means of getting paid. No more waiting in long lines to cash or deposit your check. You will never have to worry about a check getting lost or stolen and you know that your payment will arrive on time, every time. For those members still receiving an individual allotment check, a LES remark will continue, encouraging them to convert to EFT.

To recap: All new Active Duty, Reserve, and Retired salary/benefit payments must be made by EFT. In addition, all new active duty and retired individual allotments must be made by EFT. Members who have existing allotments being paid by check are strongly encouraged to convert their check payment to EFT, but may continue to have their allotment sent by check if they so desire.

A few facts after end of month November 1998 processing:

* Active Duty salary participation in EFT – 99.9%
* Reserve salary participation in EFT – 98.7%
* Active Duty Individual allotments not being sent by EFT – 1,547. This is down considerably from end of month April when there was 3,402 individual allotments not being sent by EFT.
* There are 33 blanket codes representing 1,347 members left for HRSIC to convert to EFT.

Your continued efforts to support EFT are appreciated and reflected in the significant percent of payments sent by EFT.

Joseph Feeney (SDM)

MIGRATION OF SDAII

The migration effort of SDA II to a centralized platform is underway. The SDA II database and application are currently running on a Sequent computer at OSC, Martinsburg. All SDA II software upgrades that are made in the field are also being made to this centralized system. Since our goal is to get all PERSRUs working on a common centralized database, we are testing all applications to ensure the centralized system can accommodate multiple PERSRUs. Some of the major changes to the system include further reduction of printed paper and system administration duties performed by the PERSRUs. We hope to publish an implementation schedule in the next PERSRU newsletter.

When requesting a special download, please send request via standard workstation II to download/hrsic03. This is our preferred procedure and will expedite delivery of the download.

James Ventucci (SDA II)

GOOD CONDUCT AWARDS

Ref: (a) Medals and Awards Manual, Sections 5.B, 9.A, and Encl (8)
(b) Reserve Policy Manual, Sections 2.B.3 and 3.B.2 thru 3.B.5
(c) Source Data Automation II User Manual, Pages 2-A-52, 2-A-272, and 17-A-20
(d) Personnel Manual, Article 5.C.3
(e) Personnel and Pay Procedures Manual, Pages 5-C-5, 10-A-3, and Encl (5)

Under reference (a), USCG enlisted personnel are eligible for a Coast Guard Good Conduct Medal upon completion of 3 years continuous service where the member:

- Has had no nonjudicial punishment, court-martial, equivalent civil conviction, or absence due to misconduct.
- Has averaged, in each marking period, not less than 3 in each performance factor, and has had no conduct characteristic mark less than 4.

Enlisted personnel of the USCGR Selected Reserve are eligible for a Coast Guard Reserve Good Conduct Medal upon completion of three consecutive anniversary years in which the member meets the following requirements under references (a) and (b):

- Performs 12 days of active duty each anniversary year.
- Attends 90% of scheduled paid IDT drills each anniversary year.
- Meets the two criteria listed above for USCG members.

When a member earns a Good Conduct Medal, two actions are necessary:

- The member is presented a Good Conduct Award Certificate (CG-4178), or a Reserve Good Conduct Award Certificate (CG-4178A), per reference (a).
- The award is recorded into the PMIS/JUMPS data base via an action code 305 transaction per reference (c).

It is very important that Good Conduct Awards be presented to members and recorded in the PMIS/JUMPS data base in a timely fashion. This is particularly important because the Good Conduct Medal adds to the member's servicewide examination final multiple under reference (d).

PERSRUs need to assist their units in identifying and recording Good Conduct Awards. Three methods/tools are available in this regard:

(1) Per page 10-A-3 of reference (e), PERSRUs are required to supply units a monthly report of members eligible for a Good Conduct Award. This report can be ran as an ad hoc report from SDA-II as discussed on pages 2-A-272 and 17-A-20 of reference (c).
(2) Under reference (e), PERSRUs are required to supply their units with Personnel Data Information Files (PDIFs) quarterly in January, April, July, and October. The PDIF contains a field for Expected Good Conduct Date.
(3) Each month, HRSIC distributes to units, along with the unit's LES's, a report entitled "Unit Personnel Data Report". This report contains information on when each enlisted member last was awarded a Good Conduct Medal.

Dale Hosman (MAS)

COMPUTING FEDERAL INCOME TAX WITHHOLDING (FITW)

The following charts show how federal income tax withholding (FITW) is computed. The charts reflect 1999 federal withholding rates.

Step	Procedure	Result
1	Enter Monthly Taxable Income from Block 38, LES	**A** =
2	Multiply Allowances From Block 41 of LES by $229.17	**B** = $229.17 x =
3	Subtract B from A to get Monthly Nonexempt Income	**C** =

Step 4 - If Member Is Claiming Married in Block 41 of LES

*If **C** Is Over*	*But **C** Is Not Over*	*Compute Monthly FITW By*	*Amount*
$0	$538	Member Has No FITW	$0.00
$538	$3,958	(**C** Minus $538) Times 15%	$
$3,958	$8,208	[(**C** Minus $3,958) Times 28%] Plus $513.00	$
$8,208	$13,583	[(**C** Minus $8,208) Times 31%] Plus $1,703.00	$
$13,583	$23,967	[(**C** Minus $13,583) Times 36%] Plus $3,369.25	$
$23,967		[(**C** Minus $23,967) Times 39.6%] Plus $7,107.49	$

Step 4 - If Member Is Claiming Single in Block 41 of LES

*If **C** Is Over*	*But **C** Is Not Over*	*Compute Monthly FITW By*	*Amount*
$0	$221	Member Has No FITW	$0.00
$221	$2,275	(**C** Minus $221) Times 15%	$
$2,275	$4,875	[(**C** Minus $2,275) Times 28%] Plus $308.10	$
$4,875	$10,983	[(**C** Minus $4,875) Times 31%] Plus $1,036.10	$
$10,983	$23,725	[(**C** Minus $10,983) Times 36%] Plus $2,929.58	$
$23,725		[(**C** Minus $23,725) Times 39.6%] Plus $7,516.70	$

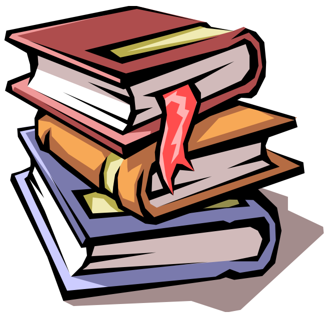
Hopefully, the above charts will help you counsel customers on how much their FITW will be when they change their allowances/exemptions.

Please remember that, per IRS regulations, whenever a member claims over 10 withholding allowances, or claims exemption from federal withholding, a copy of the member's W-4 must be sent to HRSIC (SES), who will forward the W-4 on to the IRS.

Dale Hosman (MAS)

HRSIC'S ONLINE PUBS

If you haven't had a chance to visit the HRSIC Web Page, check it out! It has a lot of great information. One of the pages is the Resources Page. The Resources Page contains HRSIC phone numbers, fax numbers, and links to other government agencies. It also has PERSRU Newsletters from the past year and ALPERSRU Messages from 1997 and 1998. One of the pages' best features is the online Pubs. It has several HRSIC Pubs including the Personnel and Pay Procedures Manual (PPPM) and the SDAII Manual in their entirety.



The Procedures Business Line (PRC) at HRSIC has "linked" these manuals and converted them to Adobe "PDF" format. What that means to the customer is that rather than having to scroll page by page to find the info you need, you can quickly jump to any part of the manual by clicking on the section you want from the Table Of Contents or Index pages. Then once there, you can read, print or save the pages you need and quickly return back to the TOC or Index by clicking one of the two icons at the top of the page. It's fast, easy and convenient.

The Resources Page will continue to grow as more HRSIC Pubs are linked. It's just one of many useful pages on the HRSIC Web Site. Come see us at: www.uscg.mil/hq/hrsic/.

SENDING E-MAIL TO HRSIC/RAS

Please use the following E-Mail addresses to get your E-Mail to HRSIC - Retiree and Annuitant Services (RAS)

SWII (you) to SWIII (RAS):
HRSICRAS@MailLant.uscg.mil

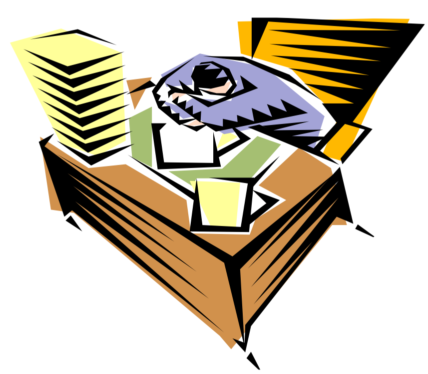
SWIII (you) to SWIII (RAS):
HRSICRAS@HRSIC.USCG.mil

CWO3 Bonnie Abendschan (RAS)

VALIDATED ADC's

CGPC, Officer Assignments has been receiving PERSRU validated ADCs. They should be sent back to the originating officer. When officers send us a copy per the instructions and then we receive the PERSRU copy, it doubles our workload at a very critical crunch time as we are in full swing for the FY 99 transfer season.

YN1 Norm Montoy (CGPC-OPM-2)



STATEMENT OF CREDITABLE SERVICE

Presently, when the Service Information & Validation Team (SIVT) completes a Statement of Creditable Service (SOCS), we complete a D-104 which inputs a date into the SOCS field in Personnel. When you see a date in this field you know that a SOCS has been completed. However, we have decided to take this one step further and will start capturing a member's prior service on Segment 57. The Segment 57 will only reflect prior service from another service. Please remember that this project is in its infancy and it will probably be awhile before you start to see these Seg 57's showing up. We just wanted to give you a heads up on what is coming down the road.

For example, a member has prior Active Duty service in the United States Air Force from 890407 to 980225 and his rank at time of discharge was E-5. His Seg 57 would look like this:

```
  SEG     HIST     COMPUTE    OBJECT
   57    199802       4        SOCS
         EFFDTE   TIME  DTPROC  SLC PAT  DTPREP  DIST RU  FORM  ACTION
START   19890407  9999 19981110   0  883  19981103  53   23  67     P112
STOP    19980225  9999 19981110   0  883  19981103  53   23  67     P112
 STATUS CODE    MEMBER TYPE    SERVICE BR    HIGH GRADE
     GD             AEZ            G             E5
    RCAT           RCLAS        RTRPA/CAT
```

A couple of things to take notice of is that under the OBJECT field you will find the word SOCS and you will find a rank under the HIGH GRADE field. Also, the HIST field will have a date rather than the normal six 9's. Other than that, this seg 57 will look like any other Seg 57. A quick test to see if you are looking at a Seg 57 reflecting Coast Guard Service rather than prior service is to look at the Service Branch field. If you see a letter other than A (USCG) or B (USCGR) then this is a prior service segment.

YNC Robert Downs (SES)

HIGHER EDUCATION CODES

To receive a higher education code, the member must provide a transcript from an accredited college. The table below shows the number of Semester or Quarter Hours needed to receive a higher education level code, without attaining a degree. This information will be included in CH-1 to the SDA II User Manual.

CREDITS EARNED	HIGHEST LEVEL OF EDUCATION	PMIS Code
30 SH or 45 QH	**1 Year of College**	**6**
60 SH or 90 QH	**2 Years of College**	**7**
90 SH or 135 QH	**3 or 4 Years of College; Nongraduate**	**8**

YN2 Carl Ball (PRC)

LEAVE AND EARNINGS STATEMENTS (LES'S)

The third month of using the new laser-printed LES forms has now been completed. We hope that they are seen as an improvement over the previous LES's.

One of the positive aspects of the new process is that the members' copies are mailed earlier than under the old process.

The PERSRU copies are printed and mailed after the member copies. We hope that this doesn't create difficulties for the PERSRUs. As we fine tune the process, we certainly hope to get LES's out sooner, and eliminate multiple mailings of the PERSRU copies.

After the member copies are printed, they are run through a folder/sealer machine. A small percentage of the LES's have to be reprinted because they are "chewed up" by the machine. The result is that there is a stack of LES's to mail individually.

We have been getting calls about units missing a few LES's. They may have been mailed individually. If units are still missing some of their LES's two postal delivery days after receipt of their regular mailing, please contact us and we will rerun them.

Member LES's for detached OPFACs (those beginning with 02, 03, 04, and 66) are mailed to home addresses. We are able to change delivery of LES's to the unit address. if a unit with a detached OPFAC desires the LES's be sent to the unit address. Send MAS an e-mail.

We will continue to work to fine tune and improve the LES process. We have had to deal with a new process and some equipment problems. We are confident that the new type of LES's will be a vast improvement over the old.

YN1 Jim Johnson (MAS)

IMMEDIATE RECALL TO ACTIVE DUTY FROM RETIREMENT

When a regular active duty member (enlisted or officer) is scheduled to retire and receives orders that he/she will be immediately recalled to active duty upon retirement an 'Immediate Recall from Retirement – No Break in Service' transaction (P193) should be submitted. An example of this would be:

> Member is scheduled to retire on 1 December (which would make the last day of active duty 30 November), but because of being immediately recalled to active duty on 1 December there is no break in service. In this case a P193 must be submitted.

> **Note**: ***<u>A retirement transaction should not be submitted in this situation.</u>*** The P193 will automatically revert the member from a regular active duty member to a retiree recalled to active duty in PMIS/JUMPS.

Use the SDA II Manual when preparing the P193 transaction. This will help avoid mistakes when preparing this transaction.

YNC Dale Bunger (MAS)

IMPORTANCE OF TIMELY PCS REPORTING

The L68C reporting transaction is submitted to report members in after a permanent change of station. It is critically important that this transaction be submitted as timely as possible to avoid over or underpaying a member. For example, if a member goes PCS from a high cost to a low cost area, the member continues to be paid BAH with dependents at the old duty station, if there is a delay in reporting the member in on the L68C, the member experiences a large overpayment of BAH. Similarly, if a member is being transferred from a shore station to a sea duty unit, untimely submission of the reporting L68C results in the member being underpaid career sea pay.

Under chapter 2 of the Personnel and Pay Procedures Manual, members reporting in are required to submit several forms to the PERSRU, i.e., travel claims, PCS Reporting Worksheet BAH/Housing Worksheet, Allotment/Bond Address Change Worksheets, etc. Since it may take a few days before the member completes the check-in paperwork, PERSRUs should try to establish an expedited check-in process with their units. For example, the unit could send the PERSRU an E-Mail providing notice that the member has checked aboard, and the PERSRU could then submit the reporting L68C. This practice is authorized by page 1-6, Personnel and Pay Procedures Manual. If you have some ideas on how to improve or speed up the check-in process, send them to us, and we'll pass them to the other PERSRUs in a future PERSRU Newsletter.

Dale Hosman (MAS)

WE DID DO AN SOI!

When an SOI is completed on a member that plans to separate, it builds a segment 75 and lets the system know the member is shutting down on a specific date. When an extension document is done after this SOI, a new segment 75 is built that effectively reopens the members pay account indefinitely. For this reason, any time an extension document is completed after a separation SOI, a new SOI must be completed after the extension document processes. The above scenario is sometimes the reason many PERSRUs get notified by HRSIC that there is no SOI in the system on a member and the PERSRU is saying "But we did do an SOI!"

YN1 Tony Webb (SES)

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